Complete these instructions to load print materials into any of the standard or optional trays.

1 Remove the paper tray.

2 Pull the width guide tab and slide the width guide to the far right side of the tray.

3 Squeeze the length guide lever and slide the length guide to the correct position for the size paper you are loading.
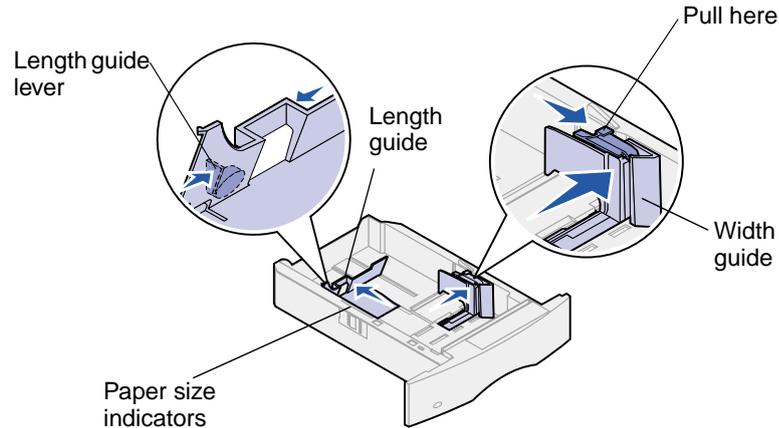
Length guide lever

Pull here

Length guide

Width guide

Paper size indicators

4 Place the paper into the paper tray with the recommended print side face down for single-sided printing and face up for double-sided printing. Do not fill paper above the stack height mark.

5 Pull the width guide tab and slide the width guide to the left until it lightly rests against the edge of the paper stack.
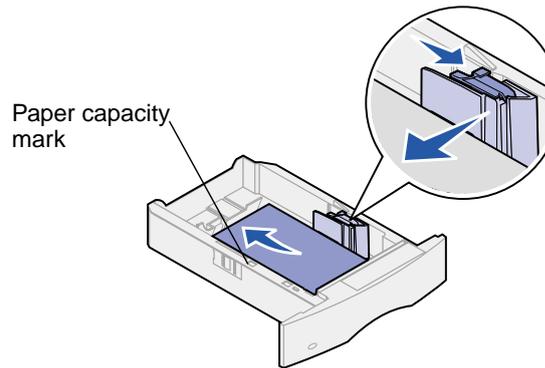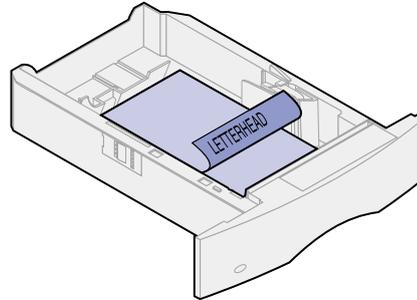
Paper capacity mark

6 Reinstall the tray.

Loading letterhead

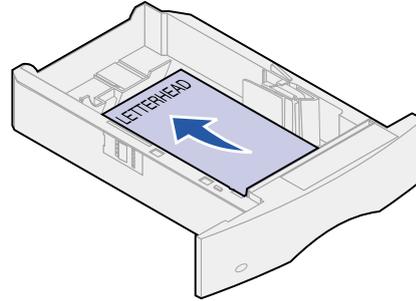For *simplex* (single-sided) printing on letterhead, place the printed side *face down* as shown.

For *duplex* printing on letterhead, place the printed side *face up* as shown.

Note: The Paper Loading menu item lets you print simplex (single-sided) jobs on letterhead (or other preprinted media) that has been *loaded specifically for duplex printing*. See **Paper Loading** for more information. ▲